

Class: IV Subject: Computers

Date: 22.04.24

Topic- Desktop Management

Teacher: Rupinder Kaur

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Good Morning Students,

Students, this lesson is for class-4 for the subject of Computers. Topic - 'Features of Windows' which is covered in chapter-2 starting on page no.-14 of your text book titled - 'Kids logic' and is being submitted to you

22.04.24

- I hope all the students are ready for today's lesson. So let us start with the topic.
- * Features of Windows 7 :- Students, All of you know that windows is an operating system to work with various icons and buttons. It works like an interface between the computer and user (like you). It manages all the activities of a computer. Now we are going to learn about different features of windows 7 and the task bar. The first GUI (Graphical User Interface) version of windows was Windows 95. The most popular versions are:-

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Windows 98, Windows 2000, Windows ME, Windows XP, Windows Vista, Windows 7, 8 and 10. Popular features of Windows 7 are as follows:-

1. Attractive, Interactive, and Easy to use:- It provides very attractive appearance with colourful themes and is very easy to use.
2. Searching made easier:- Students, with the help of Windows 7 you will be able to search any file or folder saved in Computer.
3. Flexible Taskbar:- Students, with the help of Windows 7 taskbar you can very easily access the programs.
4. Windows support multitasking:- Students, Multitasking means to perform many tasks at one time. In Windows 7 you will be able to manage different tasks together. Like while typing, drawing, you can enjoy the music by playing Windows media player.
5. Jump Lists:- Students, This feature allows you to open your recently visited documents, pictures, songs or

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websites: Right click on a program button (e.g. - MS word) to open a Jump list.

6. Cascading windows:- Students, this option is displayed when you right click the task bar. This option arranges - all the open windows - like MS-word, MS-Paint, windows media player and other windows that are opened on the taskbar - in layers.

* Students, All of you, May now take 3 minutes break. During break time you will learn all the names of features of windows 7 and write in your note book.

* _____, let me give you explanation of the next topic present on page no-1 in the book.

→ The Taskbar:- Students, all of you know that taskbar is a long horizontal bar at the bottom of the screen. It has a start button on its left side and the notification area on the right side and the middle section is Quick launch bar. whichever program we run, it is activated on the taskbar.

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Students, Please follow figure-2.1 present on page no-15 in the book for taskbar. Now, you will study about these 3 main sections of taskbar one by one.

1. The start button:- Students, with the help of this button, you will be able to open a menu called start menu. This button provides access to main programs on the computer.
2. Notification area:- Students, this area of taskbar contains clock and program icons like Antivirus program, Sound, Date and time etc. This area is present on the right side of the taskbar.
3. Quick launch bar:- Students, this is the middle section of the taskbar. In this, you can add commonly used programs- e.g. Ms-word, MS-Paint, Tux Paint etc. that can be opened with a single click from here.

* Students, Now, I am ending the lesson here. Please read and listen to the lesson carefully. Also learn the sections of taskbar.

Thank you...

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